

**CITY OF YERINGTON
FULL-TIME POSITION
Public Works Assistant I**

The City of Yerington, Nevada is seeking to fill the full-time (40 hours per week) position of Public Works Assistant. Any interested persons may obtain an application/job description from City Hall, 14 E. Goldfield Avenue, Yerington, Nevada. Please call (775) 463-3511 with any questions about the position. Applicants should have a high school diploma and a valid Nevada driver's license. Applicants should have sufficient knowledge, skills and abilities to perform the job.

A valid Class A Nevada Commercial Driver's License (CDL) to cover operation of public works vehicles is required within 90 days of appointment.

Compensation:

\$18.82 per hour Employer Paid

\$21.60 per hour Employee/Employer Paid

There is a \$2000 signing bonus payable as follows:

\$500: First paycheck

\$500: 90 days

\$1000: Completion of 6 month probation

Experience and Training:

At least two years of experience as a laborer or work in one or more of the trades which demonstrate the knowledge, skills, and abilities necessary for the basic performance of the job function.

Applications and resumes must be received at Yerington City Hall, 14 E. Goldfield Avenue, Yerington Nevada 89447 by July 27, 2021 at 5:00 p.m. The City of Yerington is an Equal Opportunity Employer. ADA accommodations are available.

CITY OF YERINGTON
Position Description
PUBLIC WORKS ASSISTANT I

FLSA Status: Non-Exempt
Revised: April 23, 2018

DEFINITION: Performs a combination of unskilled, semi-skilled, and general laborer tasks associated with the maintenance and operation of buildings, water and sewer system, storm water system, grounds, streets, parks, and open spaces.

DISTINGUISHING CHARACTERISTICS: Position is distinguished by the responsibility for performing independently with only general supervision. At this level, positions are expected to perform unskilled and semi-skilled maintenance and repair assignments requiring the knowledge, skills, and abilities to use power and motorized tools and equipment to demonstrate a basic knowledge of more than one trade. Reports first to the Public Works Division Chief and then to the Public Works Director.

ESSENTIAL FUNCTIONS: *(Performance of these functions is the reason the job exists. Assigned job tasks/duties are not limited to the essential functions).*

1. Responsible for routine operation and maintenance of water and wastewater facilities including treatment, processes, wells, facility repairs, compliance sampling and testing, and possible repairs in the distribution or collection system.
2. Installs, repairs, and reads water meters; cleans and lubricates pumps and other production equipment as needed
3. Responsible for detecting and reporting system problems such as leaks, defects and illegal connections and for locking meters for nonpayment
4. Performs semi-skilled maintenance and repair to buildings and grounds such as painting, carpentry, plumbing, electrical and other unskilled and semi-skilled trades work.
5. Lays concrete and asphalt; patches holes and seals streets, paints striping, crosswalks and other traffic controls on streets.
6. Installs signs; sweeps, sands and salts streets; drives trucks and may operate a backhoe, loader, roller, jackhammer or sweeper.
7. Loads, unloads trucks of dirt, construction materials and supplies.
8. Cuts weeds and clears ditches, picks up litter and removes snow, ice and debris from walks and grounds.
9. Repairs or lays and connects pipe, catch basins and manholes; flushes and cleans sewer lines and sewer facilities; digs trenches; mows, rakes and irrigates lawns; and lays sprinkler systems.
10. Operates trucks, dump trucks, flat beds, road graders, tractors, mowers, jackhammers, basic welding equipment, and other construction or maintenance equipment and vehicles.
11. Operates both large and small riding mowers to maintain grounds areas, e.g., parks, public grounds and road medians.

12. Carries out the seeding, fertilizing, top dressing, soil conditioning, watering and pest and weed control of public grounds, parks and open spaces.
13. Plants, trims, and removes lawns, trees, shrubs and flowers.
14. Engages in public contact with customers and related field personnel.

QUALIFICATIONS FOR EMPLOYMENT:

Knowledge and Ability:

Knowledge of

- Occupational hazards and standard safety practices
- Basic mathematical calculations
- operation and maintenance of back hoes, loaders, light trucks and power equipment;
- use, maintenance, and repair of assigned hand and power tools and equipment;
- standard streets and grounds maintenance and repair procedures;
- basic techniques required in painting, carpentry, routine plumbing, and electrical tasks;
- basic techniques for installing and maintaining sprinkler systems;
- basic grounds maintenance methods;
- safe and effective repair techniques.

Ability to

- Learn the principles and regulations of the treatment and distribution of reuse water
- Learn chlorine formulas and testing techniques
- Perform less complex wastewater treatment operations
- Learn to operate a variety of pumping equipment in a safe and effective manner
- use and/or operate pickups, dump or flatbed trucks, passenger vans, and aerial platform equipment;
- operate lawn and landscaping equipment including tractors, mowers, chain saws, edgers, trimmers, electric motors, pumps, sprinklers, and irrigation systems;
- use various hand and power tools used in semi-skilled carpentry, painting, plumbing, electrical, and cement finishing work;
- follow written and oral instructions
- respond to the public and others in a courteous and respectful manner;
- read and write English at a level necessary to perform essential functions
- Work in confined spaces wearing a breathing apparatus
- make basic measurements;
- perform a wide variety of maintenance and construction activities.
- Understand and follow oral and written instructions
- Communicate clearly and concisely, both orally and in writing

Required Certification and Licenses:

- A valid Class B Nevada Commercial Driver's License (CDL) to cover operation of public works vehicles is required within 6 months of appointment.
- Water Distribution – Grade 1 within 18 months: Water Treatment Grade 1 within 18 months of appointment.

Experience and Training: *Any combination of training, education, and experience that would provide the required knowledge and abilities. A typical way to gain the required knowledge and ability is:*

- Possession of a high school diploma or equivalent, and
- A minimum of two years of experience as a laborer or worker in one or more of the trades which demonstrated the knowledge, skills, and abilities necessary for performance of these job functions.

PHYSICAL REQUIREMENTS: *The physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of the job.*

Strenuous physical work including frequent lifting and loading of heavy objects (up to 100 pounds), digging, shoveling, raking; physically demanding work for continuous and lengthy periods of time, often combined with bending, twisting, squatting, reaching, and working on irregular surfaces; strength, dexterity, and stamina to stand for long periods and to perform manual tasks using heavy hand and power tools.

In compliance with applicable disabilities laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations. Incumbents and individuals who have been offered employment are encouraged to discuss potential accommodations with the employer.

WORKING CONDITIONS: *Work is performed under the following conditions.*

Most work is performed outside with exposure to extreme weather conditions including heat, rain, snow, cold, and wind. Frequent exposure to noise, dust, fumes, odors, and vibrations. Potential exposure to toxic chemicals and solvents such as herbicides and/or pesticides, paints, and cleaning materials. The noise level in the work environment is often loud. Work will occasionally be performed in confined areas. Work may be performed independently and may be in isolated geographic areas. Generally clean work environment with limited exposure to conditions such as dust, fumes, odors, or noise; periodic contact with angry and upset individuals; frequent interruptions of planned work activities by telephone calls, office visitors, and response to unplanned events. The job can require a rotating "weekend duty" or "on-call duty" within a work week.

I have read and understand this explanation and job description.

Signature: _____ Date: _____



EMPLOYMENT APPLICATION

An Equal Opportunity Employer

City of Yerington
14 E. Goldfield Avenue
Yerington, NV 89447

If you believe you require an accommodation during the selection process, please contact us to make appropriate arrangements.

Name _____ Date _____

Address _____

City _____ State _____ Zip Code _____

Email address: _____

Telephone(s) Home () _____ Cell () _____ Work () _____

Position Applied for _____

How did you hear about this position? Advertisement Walk-In Referral (by whom?) _____

Other (explain) _____

If offered employment, when will you be available to begin? _____

What type of employment will you accept? Full-Time Part-Time Temporary

Will you be available for shift work? Yes No

Will you be available to work weekends and/or holidays if necessary? Yes No

Have you been given a job description or had the requirements of the job explained to you? Yes No

Do you understand the job requirements? Yes No

Can you perform the essential functions of this job with or without reasonable accommodation? Yes No

To qualify for employment, applicants must be at least 18 years of age unless otherwise specified in the job announcement. If offered employment, can you furnish proof of age? Yes No

After an offer of employment, can you submit verification of your legal right to work in the United States? Yes No

List other names, if any, you have used. _____

EDUCATION RECORD

Did you graduate from high school or receive a GED certificate? Yes No

School Name	Location	Hours Earned	Diploma, Degree, or Certificate	Major Field of Study
Business/Technical/Vocational				
1.				
2.				
College/University (Undergraduate)				
1.				
2.				
Graduate School				

LICENSES (Optional, unless required for the position for which you are now applying.)

List current licenses, certifications, or registrations required for the position for which you are applying. Indicate types, state license numbers, and expiration dates.

Answer only if position requires.

Do you possess a valid driver's license? Yes No

If so, license expires _____ Class _____ Restrictions (if any) _____

For positions that require typing: I certify that I can type at a speed of _____ WPM.

In addition to English, list any other language abilities you possess.

Verbal fluency in _____

Written fluency in _____

List any special skills you possess and/or equipment or office machines you can operate.

OTHER INFORMATION

Have you ever been disciplined in your employment related to workplace violence?..... Yes No

If yes, please explain.

Do you presently use illegal drugs? Yes No

Have you ever been employed by the City of Yerington? Yes No

If yes, please provide the following information:

Department _____ Position Title _____

Dates of Employment _____ Reason for Separation _____

Are you related to anyone who is currently employed by the City of Yerington? Yes No

If yes, please provide the following information:

Related person's name _____ Department _____

Relationship _____

THIS SECTION IS TO BE COMPLETED ONLY IF YOU ARE APPLYING FOR A POSITION:

- **AS A PEACE OFFICER OR FIREFIGHTER.**
- **WHICH HAS ACCESS TO THE NEVADA CRIMINAL JUSTICE INFORMATION SYSTEM OR THE NATIONAL CRIME INFORMATION CENTER.**
- **WHICH A STATE OR FEDERAL LAW REQUIRE CRIMINAL HISTORY INFORMATION.**

Have you ever been convicted of, pled guilty or nolo contendere to, or been granted deferred adjudication for a felony, misdemeanor (excluding juvenile adjudication), or any lesser crime other than a minor traffic infraction?..... Yes No

Do you have any pending court charges that have not been adjudicated?..... Yes No

If you have answered yes to either question, list all such offenses and provide date, name of court, and disposition (if any). You may omit minor traffic violations for which you paid a fine of \$50 or less. Omission of information may be considered cause for disqualification from the employment pre-screening process or result in termination of employment.

FOR POSITIONS, OTHER THAN THOSE IDENTIFIED ABOVE:

- The criminal history of an applicant will only be considered after the final interview which is conducted in person or an offer of employment has been made, whichever occurs first.
- The City of Yerington may, before selecting an applicant as a finalist or extending a conditional offer, notify the applicant of any provisions of law that disqualify a person with a particular criminal history from employment in a particular position.
- A record of conviction will not necessarily bar the applicant from employment. Factors to be considered when looking at records of criminal history include:
 - Length of time passed since the offense;
 - Age of applicant at the time of the offense;
 - Severity and nature of the offense;
 - Relationship of the offense to the position applying for; and
 - Evidence of rehabilitation of the applicant.
- The following will not be considered:
 - Arrests which did not result in a conviction;
 - Record of convictions that were dismissed, expunged, or sealed; and
 - Infractions or misdemeanors for which a sentence of imprisonment in a county jail was not imposed.

EMPLOYMENT HISTORY

Provide information regarding all paid employment (include military employment if duties/assignments relate to the job you are applying for). Volunteer work which may be related to the position for which you are applying should also be provided. Describe your most recent position first; then list other positions in order held. Use a separate block for each position, even if with the same employer. Use additional sheets if necessary. Do NOT use references such as "See Résumé" in place of completing this section.

May we contact all employers listed? (Attach a list of any exceptions with an explanation.) Yes No

Present Employer _____ Present Position _____
Address _____ From (Mo/Yr) _____ To (Mo/Yr) _____
City _____ Full-Time (30+ hrs/wk) Part-Time (<30 hrs/wk)
State _____ Zip Code _____
Supervisor's Name/Title _____ Telephone () _____
Related Duties: _____

Reason for Leaving: _____

Employer _____ Position _____
Address _____ From (Mo/Yr) _____ To (Mo/Yr) _____
City _____ Full-Time (30+ hrs/wk) Part-Time (<30 hrs/wk)
State _____ Zip Code _____
Supervisor's Name/Title _____ Telephone () _____
Related Duties: _____

Reason for Leaving: _____

Employer _____ Position _____
Address _____ From (Mo/Yr) _____ To (Mo/Yr) _____
City _____ Full-Time (30+ hrs/wk) Part-Time (<30 hrs/wk)
State _____ Zip Code _____
Supervisor's Name/Title _____ Telephone () _____
Related Duties: _____

Reason for Leaving: _____

Employer _____ Position _____
Address _____ From (Mo/Yr) _____ To (Mo/Yr) _____
City _____ Full-Time (30+ hrs/wk) Part-Time (<30 hrs/wk)
State _____ Zip Code _____
Supervisor's Name/Title _____ Telephone () _____
Related Duties: _____

Reason for Leaving: _____

Employer _____ Position _____
Address _____ From (Mo/Yr) _____ To (Mo/Yr) _____
City _____ Full-Time (30+ hrs/wk) Part-Time (<30 hrs/wk)
State _____ Zip Code _____
Supervisor's Name/Title _____ Telephone () _____
Related Duties: _____

Reason for Leaving: _____

Please state below any other information that would be helpful in determining your qualifications for this position. You may include significant accomplishments, previous career highlights, or any other relevant information that is not requested in this employment application.

ACKNOWLEDGMENTS

Please **READ ALL** of the following statements and **INITIAL EACH** of the lines to indicate you have read and understand each of the statements. If you have any questions, contact Sheema D. Shaw, (Human Resources Department).

_____ All offers of employment and all information regarding compensation and other terms and conditions of employment will be made in writing. Verbal statements may not be relied upon.

_____ This application is the property of the City of Yerington and will become part of my personnel file if I am hired.

_____ I authorize the City of Yerington to contact any employer or individual to obtain from them any relevant information regarding my previous employment, military service, criminal history, characteristics or traits necessary for job performance, or other relevant qualifications for employment and/or continued employment with the City of Yerington. In addition, I authorize the City of Yerington to conduct a background search which includes criminal history and military history. In addition, if the position for which I am applying requires driving a vehicle, I authorize the City of Yerington to conduct a Department of Motor Vehicles (DMV) search. If the position for which I am applying involves contact with minors or with any persons having diminished capacity to care for themselves, a search of government sex offender registries may be conducted. I further authorize the City of Yerington to contact any institution and/or licensing authority to verify my possession of education, licenses, and/or certificates which may qualify me for employment.

_____ In exchange for the City of Yerington's consideration of my employment application, and/or any continued employment with the City of Yerington, I authorize anyone possessing information to furnish it to the City of Yerington upon request, and I release the organizations and all individuals providing the information or acquiring the information, including the City of Yerington, from all claims, liability, and damages whatsoever claimed to be related to furnishing, obtaining, or using said information. This release applies to, but is not limited to, claims for defamation, libel, slander, infliction of emotional distress, and interference with current or prospective economic relations.

_____ I further understand this consent will apply during the entire course of my employment with the City of Yerington should I obtain such employment. I understand and agree this consent shall remain in affect indefinitely.

_____ I hereby certify that all statements made in this application are true. I understand that any false statement of material facts herein may cause forfeiture on my part of all rights to any employment with the City of Yerington. I understand that any misrepresentation, falsification, or material omission of information may result in my failure to receive an offer, or if I have been hired, in my dismissal from employment regardless of length of employment. I understand that neither this document nor any offer of employment from the City of Yerington constitutes an employment contract unless a specific contract document to that effect is executed. I agree to undergo any job-related drug screening and physical examination upon conditional offer of employment. I understand that the City of Yerington is not requesting genetic information from the drug screening or the physical examination and that the person administering the examination should not provide genetic information to the City of Yerington. I further understand and agree that this paragraph applies to any information supplied by me at a later date as part of this application.

_____ Per NRS 281.060 (2), I opt to exercise my rights by voluntarily attaching a copy of my DD214. NRS 281.060(2) states preference must be given, if qualifications of applicants are equal: a) first, to an honorably discharged military personnel of the United States who is a citizen of Nevada; and b) second, to other citizens of Nevada.

Additionally, my signature below certifies that the information provided is true and correct to the best of my knowledge.

Signature of Applicant

Date
